



## **CAREERS EDUCATION & GUIDANCE STATEMENT OF INTENT**

<b>Audience</b>	All stakeholders – staff, students, trustees, parents and visitors
<b>Status / review cycle</b>	Statutory /Three Year
<b>Current review</b>	November 2020
<b>Next review</b>	November 2023
<b>Review committee</b>	Strategy and Policy Committee
<b>Staff lead</b>	Nicola Wilberforce Director of Progression Guidance
<b>Trustee lead</b>	TBC

### **Vision and values**

A young person's career is their pathway through living, learning and work. All young people need a planned programme of information, activities and skill development opportunities to help them make informed choices and enable them to manage their careers throughout their lives.

Esher Sixth Form College is committed to providing a carefully considered, coherent, impartial and effective programme of careers education for all our students before, during and after their time with us. In Years 6.1 and 6.2 Information, Advice and Guidance (IAG) is provided and offered to all students in partnership with the Elmbridge Consortium Careers Advisor.

This statement of intent is underpinned by **Esher Sixth Form College's Mission** statement, in which we commit to:

- create a culture of high expectations and outstanding achievement for 16-19-year olds
- deliver high quality teaching and learning, tailored to individual learning needs
- develop a broad range of skills and experiences to ensure students fulfil their potential and progress to further study or employment
- promote inclusivity, tolerance and respect for others within a supportive and caring College community which values diversity
- make a positive contribution to the wider community, including providing a diverse range of courses for adults

### **Requirements and expectations**

Esher Sixth Form College is committed to fulfilling its duties in relation to providing all learners with a wide range of up to date reference materials relating to careers education and career opportunities. All students are entitled to access the full range of education and training providers in order to continue their career through the most appropriate academic, technical or

vocational employment or education. All providers are welcome to contribute to the careers education programme, and should contact the Director of Progression Guidance in the first instance.

Esher Sixth Form College endeavours to follow the guidance given by the DfE in the Careers Strategy (2017) document, Careers Guidance for FE and sixth form colleges (2018) and that given by other government agencies including Ofsted and the Department for Business, Energy and Industrial Strategy (BEIS). We are committed to meeting the Gatsby benchmarks for good career guidance.

## **Student entitlement**

Every student is entitled to high quality Careers Education and Guidance that meets professional standards of practice and is person-centred, impartial and confidential. It will be integrated into students' experiences of the whole curriculum, examined and non-examined, and be based on a partnership with students and their parents or carers. The principles of equality of opportunity, inclusion and diversity are central to the career education programme. The careers programme is designed to inspire, challenge and further raise the aspirations of students aged 16-19 years studying Level 3 academic and vocational courses at Esher Sixth Form College. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Students intending to study at Esher Sixth Form College and those who have finished their studies with us are also entitled to receive careers advice and guidance, subject to sufficient resources being in place.

Guidance is defined as a process which allows individuals the opportunity to clarify their goals, explore new ideas, research opportunities, assess skills and interests, make decisions, set goals and manage their career planning or transition skills.

Guidance services are available on request and are free, impartial and confidential to enable current and potential students make informed decisions as to the most appropriate route for their personal and career development. Within Student Services, career guidance services are specifically provided by the Progression Guidance Team and the Elmbridge Careers Advisor. All Tutor Team Leaders, Subject Teachers and Tutors are part of the guidance system and provide help and support to students at regular progress reviews, on request and as part of the cause for concern process.

## **Implementation**

### *Management and responsibilities*

The Director of Progression Guidance co-ordinates the programme and reports to the Assistant Principal (Student Services). The Director of Progression Guidance is the College's named Careers Leader. They are responsible for the work of the Progression Guidance Co-ordinator, the Oxbridge Co-ordinator, the Arts Education Coordinator, the Employer Engagement and Alumni Coordinator and the Elmbridge Careers Advisor. Work experience is overseen by the Director of Progression Guidance in conjunction with BTEC Programme Leaders, the BTEC Quality Nominee and the Wider Skills Week Coordinator. The Career Development Pathway programme is overseen by the Director of Progression Guidance. The College has a CEC appointed Enterprise Adviser is Ruta Baines (*appointed Sept 2020*) and a Link Trustee for Career is TBC.

### *Staffing*

The careers education programme is planned, resourced, monitored and evaluated by the Director of Progression Guidance. All teaching and tutorial staff contribute to careers education and guidance through their roles as subject teachers or learning mentors, Tutor Team Leaders and tutors. Tutors deliver much of the careers education programme through the Personal Development Programme. Specialist sessions are delivered by appropriately experienced or qualified staff from Esher Sixth Form College and from outside institutions and agencies. Those sessions delivered as part of the Personal Development Programme are overseen in conjunction with the Director of Student Development and Behaviour. Administrative support for careers related matters is provided to subject and department areas at their request by the Progression Guidance Coordinator. Administrative support for UCAS applications is provided by the Divisional Secretaries.

### *Staff Development*

All staff are expected to contribute to the career learning and development of students in their different roles. To meet the training needs that arise from this, the Director of Progression Guidance in conjunction with the Staff Development Manager will facilitate the pursuance of appropriate training. Funding is provided from the College INSET budget. All Progression Guidance staff should have regard to the 2019 code of ethics of the Career Development Institute, of which we are a school affiliate.

### *Funding and Resourcing*

Funding is allocated in the annual budget planning round in the context of whole College priorities and particular needs in the CEG area. The Director of Progression Guidance is responsible for the effective deployment of resources. The resources for the salary, training and expenses of the Elmbridge Careers Adviser and for the Elmbridge 'Next Steps' event are funded from a separate budget. Resourcing in terms of space, time, IT and personnel is negotiated in conjunction with the Assistant Principal (Student Services) in accordance with the whole College Quality Improvement Plan.

### *Teaching, learning and assessment*

Esher Sixth Form College recognises the importance of basing our teaching, learning and assessment of the impact of our careers education programme on evidence of what works in careers education and guidance. The College is a school affiliate of the Career Development Institute and uses the CDI framework, support and resources provided by the Careers and Enterprise Company and other professional careers education networks to continually review and improve the experience of our students.

The careers programme includes a variety of engaging, relevant activities suitable for our students, mostly delivered through PDP. The careers programme is published on the College website. Other events, including Higher Education Information Evening sessions for parents, a Higher Education Day, Employment and Apprenticeship Seekers sessions, the Gap Year Fair, the Elmbridge Consortium 'Next Steps' Fair, After Esher Day, Wider Skills Week and Work Experience placement weeks are organised on an annual basis. In the 6.1 year the 'Esher Extend' programme provides challenging and aspirational input for High Achievers and in 6.2 year there are Progression Pathways courses such as the Career Development Programme, Creative Arts Portfolio and Oxbridge Support which help prepare students for their next step.

### *Information, advice and guidance*

We will ensure that all students have access to independent and impartial career guidance. The College, in conjunction with the Elmbridge Consortium, is committed to providing a Level 6 qualified careers adviser, providing training if necessary.

Students will have access to information about all pathways, including volunteering and Gap Year opportunities; Further Education and Art Foundation courses; Higher Education courses;

full and part-time employment, apprenticeships at all levels and entrepreneurship programmes and support to promote self-employment.

Careers information is available in the Progression Guidance office (R105), in the Learning Resources Centre, on the College portal and via the Unifrog destinations platform. A regular Progression Bulletin is emailed to all staff and students at least monthly during term time. Parents have access to the Unifrog resources and a presentation is available on the College website. Progression information is disseminated to parents and carers through the termly College newsletters and via direct email when necessary.

Students can self-refer and request advice and guidance at any time, or can be referred by any member of staff. The Progression Guidance department has an 'open door, drop in at any time' policy for quick queries and a booking system for more in-depth or lengthy sessions. Parents are welcome to attend Guidance interviews at the student's invitation.

#### *Monitoring, reviewing, evaluating and reporting*

The careers programme is reviewed annually by the Director of Progression Guidance in the Quality Assurance cycle through the Self-Assessment Report and Quality Improvement Plan. Input from stakeholders is incorporated as far as possible. Student evaluations are obtained via the Cross College survey, the PDP survey and other surveys as appropriate. Feedback from staff, parents and providers is welcomed and actively sought after events and throughout the year. Destinations and Unifrog data enables some assessment of impact. Our Alumni network allows us further assessment of longer-term impact.

This Statement of Intent is reviewed at least biannually by the Director of Progression Guidance and Assistant Principal (Student Services).

### **Stakeholders and Partners**

#### *Parents and carers*

We recognise that parents and carers play an important role in students' career development. They can be role models, sources of information, support, work experience, encouragement and mentoring, for their own and other students. Esher Sixth Form College provides a wide range of information and events for parents. However we also recognise that students are becoming independent young adults and must be confident about making their own informed decisions. Parents and carers are valued partners in the process but ultimately our responsibility is with the student.

#### *The Elmbridge Consortium*

Esher Sixth Form College is one of 5 members of a consortium of schools and colleges in Elmbridge who jointly employ a qualified career adviser. The adviser spends one day per week in each institution and organises the 'Next Steps' event for year 10s, and to which Esher Sixth Form College students are invited, to meet with the employer representatives. The Careers Adviser is line managed by the Director of Progression Guidance and the salary, expenses and training needs of the adviser are met jointly by the consortium.

#### *S7, other agencies, providers, employers and community partners*

Esher Sixth Form College has a number of formal and informal agreements and arrangements with external partners. All partnerships must be for the benefit of our students, directly or indirectly. Any requests for formal partnerships are validated by a member of the Senior Leadership Team. The Progression Guidance team meets with other S7 Colleges careers professionals on a regular basis. The Careers and Enterprise Company facilitates some of these partnerships and provides support via its employed Enterprise Coordinator and voluntary Enterprise Adviser and provides links with Elmbridge Borough Council and Surrey County

Council. Many subject departments also maintain partnerships with alumni, FE and HE institutions and employers.

Current partners include CragRats (mock assessment centre activity); Working Options (Career Development Pathway support); WhiteHat (apprenticeship workshops); InvestIN education (10% reduction in fees for immersive career experiences, and up to 6 free places per year); Princess Alice Hospice (community volunteer placements); Sky (work experience placements); Nestle (apprenticeship event speakers); Newsquest (young journalists programme); University of the Creative Arts (compact); and numerous HE institutions including the universities of Leeds, Brighton, Royal Holloway, Roehampton, Oxford Brookes and St Mary's (personal statement talks, workshops and post results support).

### **Links with Other Policies**

This policy supports and is underpinned by key College policies and strategies including those in the Staff Handbook and those associated with Safeguarding and Child Protection; IT security; Assessment; Progression; Personal Development programmes; Equality & Diversity and Health & Safety.

*Approved by the Strategy and Policy Committee 04/11/20*

### **Annexe: Esher Sixth Form College Provider Access Policy**

#### **Introduction**

This policy statement sets out the College's arrangements for managing the access of education and training providers to students at the College for the purpose of giving them information about the provider's education or training offer. Although not statutory for Esher Sixth Form College, this is good practice and mirrors the legal obligation that maintained schools have to fulfil under Section 42B of the Education Act 1997.

Student entitlement

All students are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available after Esher Sixth Form College;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, talks, group discussions and taster events;
- to understand and receive support on how to make applications for the full range of academic and technical courses.

#### **Management of provider access requests**

A provider wishing to request access should contact Nicola Wilberforce, Director of Progression Guidance.

#### **Opportunities for access**

A number of events and communication channels, integrated into the College careers programme, will offer providers an opportunity to communicate with or come into College to speak to students and their parents / carers. These include: Higher Education Day; Apprenticeships and Employment Evening; After Esher Day; Gap Year fair; 'Next Steps' event;

Lunchtime careers talks – face to face or online; the regular Progression Bulletin. Providers are very welcome to suggest other events or means of communication.